



Alterations

Requirements Checklist

Residential Building Submittal Checklist for Alterations of Detached Single Family Dwellings, Duplexes, Triplexes and Townhomes

REFERENCES:

- [2018 International Residential Code \(IRC\)](#)
- [Boulder Revised Code, 1981 \(B.R.C.\) - Title 10 Structures](#)
- [Boulder Revised Code, 1981 - Title 9 Land Use Code](#)
- [2018 International Wildland-Urban Interface Code \(IWUIC\)](#)
- [2024 City of Boulder Energy Conservation Code \(COBECC\)](#)
- [2023 National Electrical Code](#)
- [City of Boulder Design and Construction Standards](#)

SCOPE:

This checklist outlines the minimum documentation necessary to allow a permit application for alterations of a new single family dwelling, duplex, triplex or townhome to be taken in for review. Use this checklist if there is no exterior scope of work or if the exterior scope is limited to the replacement of existing doors and windows or installation doors and windows in new opening and replacement of exterior finishes only. Applicants may be required to submit additional information as necessary to clearly demonstrate compliance with all applicable codes. Please be advised that incomplete applications or plans that do not meet the submittal requirements will not be accepted for review.

For more information on any of the application requirements, refer to the [Residential Building Detailed Requirements Attachment](#). For information on how to prepare an application for submittal, refer to the [Online Permit Application Guide](#). Use this checklist for applying on-line through the [Customer Self-Service Portal \(CSS\)](#) or to apply through email.

REQUIRED MATERIALS:

- [Residential Building Permit Application for Detached One and Two-family Buildings, Residential Accessory Buildings and Townhomes](#) (required if submitting through email)
- Scope of Work Form ([Single Family Detached](#), [Duplex](#), [Triplex or Townhome](#))

REQUIRED - CONSTRUCTION PLAN SET- (Minimum requirements for submittal):

- Floor Plan(s) showing existing and proposed conditions
- Plan drawings shall be drawn to an identified scale of common use (such as 1/8"=1' or 1/4"=1')
- Provide a graphic scale bar on every page
- A 3" x 3" square shall be provided in the lower right corner of the first sheet for the city's approval stamp
- All sheets shall be the same size (oriented so that north is up) throughout the entire plan set, and of adequate size to clearly convey all information

MAY BE REQUIRED:

The following permits, approvals and supplemental information may be required based on the scope of the project and/or the location and development constraints of the property:

- Asbestos Inspection Report (required if disturbing potentially asbestos-containing materials at the following trigger levels: 32 SF of surfaces; 50 linear feet of pipes; or creating waste equal in volume to a 55-gallon drum)
- [Plumbing Fixture Count and Irrigation Form](#) (required for all plumbing scopes of work that include the removal, replacement, or addition of plumbing fixtures)
- [Stormwater & Flood Management Plant Investment Fee Calculation Form](#) (required for additions of impervious area)
- 2024 City of Boulder Energy Conservation Code (COBECC) [Residential Performance Checklist](#) (required for all alterations with applicable scopes of work)
- 2024 City of Boulder Energy Conservation Code (COBECC) [Residential Prescriptive Checklist](#) (required for additions less than 1000 sf and [Level 1 and 2 alterations](#))
- Energy Rating Index Report (e.g., HERS, required for additions of 1000 sf or more and [Level 3 or 4 alterations](#))
- Heating and Cooling Equipment Sizing (ACCA Manuals, required for any new mechanical heating and/or cooling systems)
- [Sustainable Deconstruction Plan](#) (required for Level 4 alterations)
- [Site Survey](#) (stamped by a Colorado Licensed Land Surveyor)
- Historic Approval ([Historic Preservation Demolition Review](#) required for buildings 50 years of age or older when the work meets the definition of demolition in [BRC\(1981\) 9-16](#) or [Landmark Alteration Certificate](#) required for any building in a historic district and for individual landmarks)
- [Floodplain Development Permit](#) (required for structures located in a [regulatory floodplain](#))
- [Stream, Wetland and Water Body Permit](#) (required for structures located in a [regulatory wetland](#))
- [International Wildland-Urban Interface Code](#) compliance information (required for structures located in the [Wildland Urban Interface Zone](#))
- Copies of Previous Approvals (Notice of Disposition and copies of any city-stamped development review approvals such as Accessory Dwelling Unit, Site Review or Minor Modification)

MAY BE REQUIRED- CONSTRUCTION PLAN SET:

- Site Plan
- Landscape and Street Tree Plan
- Building Elevations
- Building Cross Sections at relevant locations
- Wall Section Details
- Structural Drawings (must be stamped by a Colorado Licensed Engineer)

Please note: The City of Boulder will periodically adopt and amend updated versions of all Model Codes and the B.R.C. through public process. When this occurs, some of the items in this checklist may be changed or updated, and a new checklist should be obtained from the [Planning and Development Services Applications and Forms Database](#). This checklist applies only to the requirements of the 2018 IRC as amended, [Section 10-5.5 of the B.R.C.](#), as it applies to structures covered by the scope, relevant portions of the [2024 City of Boulder Energy Conservation Code](#) and [Title 9](#) of the B.R.C., and is not a complete or exhaustive list of the requirements of any adopted Code, or of all elements which should be included in a plan set, nor does it contain complete information describing what your permit application must contain to demonstrate compliance with the IRC or the B.R.C. Please contact the [Planning and Development Services Center](#) for more information.